



JOB DESCRIPTION

JOB TITLE:	Community Development Director	FLSA:	Exempt
DEPARTMENT:	Community Development	GRADE:	D2
REPORTS TO:	County Manager	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for planning, organizing and directing all activities and staff related to the County's community development functions including building plans review & inspection, code compliance, development engineering, floodplain management, current & long range planning, airport planning & development, solid waste & recycling, & related aspects of development; serves as the County's Emergency Management Coordinator.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Provides leadership, guidance, technical advice, professional opinion, information, research, and support regarding community development, building, development engineering, planning, floodplain, and related topics to the County Manager, Board of Commissioners, Planning Commission, Public Land Management Advisory Board, Nevada Legislature, other organizations and public.
- Administers, prepares determinations, renders decisions, and performs enforcement actions regarding the regulatory functions and processes of the Department, including but not limited to, acting as the Lyon County Floodplain Administrator, Wireless Communication Facility hearing officer, Administrative Variance hearing officer, and code compliance officer for Community Development Department related codes and regulations.
- Performs presentations, facilitates meetings and workshops, participates in committees, working groups and task forces, and represent the Community Development Department and Lyon County regarding topics and issues related to the various aspects of the Community Development Department.
- Assists the public, development community, other County departments and agencies, other jurisdictions, State and federal agencies, and other entities with planning and development related information, and problem mediation and resolution.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



COMMUNITY DEVELOPMENT DIRECTOR

ESSENTIAL FUNCTIONS: (continued)

- Directs, manages and coordinates the County's planning, zoning and development functions; acts as the Planning Manager; prepares plans, ordinances, studies, reports, research, data, strategies, recommendations, guidance, policies, procedures and proposals regarding long range planning, natural resources, land use and transportation, public services and facilities, community design, land and subdivision development, zoning regulation and other planning related topics; reviews complex planning applications and prepares staff reports with recommendations for the Planning Commission and Board of Commissioners; provides and presents information to the public and various boards, committees and commissions; performs other professional planning functions and activities.
- Works with the County's contract manager for the Silver Springs Airport; manages and administers the County's obligations under FAA grants related to the Silver Springs Airport; provides advice and guidance on planning and development related issues; participates in the development, revision, update and review of Airport related plans and programs; administers contracts for Airport consultant services funded by FAA grants.
- Provides assistance and support, as needed and requested, to the County Manager, other County departments and agencies, and the Board of Commissioners regarding complex issues, opportunities, and problems facing the County, its departments and agencies, and the public.
- Serves as the County's appointed Emergency Management Coordinator; is on-call 24 hours per day, seven days a week except when out of town; coordinates resources and support for emergency incidents and disasters as necessary; performs public emergency warning and notification during emergency incidents as needed; prepares, revises and updates emergency management plans, policies and procedures; writes and administers emergency management grants; serves as the Co-Chair of the Lyon County Local Emergency Planning Committee; serves on the Nevada Emergency Management Coordinating Council; coordinates emergency management programs, plans, activities and functions with the Quad County jurisdictions, other local governments, State and federal agencies, tribal governments, the private sector and public; program two-way radios for County and public safety agencies; acts as a Public Information Officer during emergency incidents; and performs emergency management functions at the direction, or in the absence of the County Manager/Emergency Management Director.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



COMMUNITY DEVELOPMENT DIRECTOR

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in planning, engineering, or a closely related field; AND five (5) years of managerial level experience in planning, community development, land use, and building and safety functions; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- County, state, and federal laws, statutes, ordinances related to community development and emergency management activities.
- Principles and practices of current and advanced planning program development and service delivery.
- Land use, physical design, demographic, environmental and socioeconomic concepts as applied to the planning process.
- Principles and practices of building and safety functions and service delivery.
- Principles and practices of emergency management, public safety and emergency response.
- Statistical analysis and mathematical concepts.
- Computer applications related to the work.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of accounting, budget development, and administration.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.



COMMUNITY DEVELOPMENT DIRECTOR

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering a comprehensive community development and emergency management programs.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Making effective oral presentations to large and small groups.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.